

RESADA HOUSE RULES

as of July 30, 2021

RESIDENTIAL PROGRAM OVERVIEW

The Residential Treatment Program Is a 30-day concentrated intermediate level Inpatient program for male and female adults age 18 years and older. Judicial system clients may be court ordered for a longer stay. Medicaid Clients may be approved for longer or shorter stays depending on Medicaid approval. The program follows a structured treatment model.

The facility is owned and operated by a non-profit corporation operating under the regulations and auspices of the Office of Behavioral Health (OBH) and other Managed Service Organizations (MSO). Preliminary indications of acceptance into the program may have been given to you over the telephone. However, final acceptance into the program will be determined within 5 (five) working days of your arrival, intake evaluation, or upon receipt of any information or written documentation at any other time that may reflect reasons for denial of admission to RESADA. As with any situation involving people, rules and regulations must be implemented and enforced for the health, safety and well-being of the persons involved. Therefore, the following House Rules are applicable to clients during their stay at RESADA.

CLIENT FEE PAYMENT

"RESADA IS NOT A GOVERNMENT FREEBEE, YOU STAY – YOU PAY"

This agency receives funds from various sources both public and private. These sources do not guarantee that all costs of our program are covered by these sources funding. These sources of funding do not mean that you get to stay here without paying for your share of costs. Colorado Law and OBH regulations state that clients are responsible for payment of fees/costs related to your treatment program.

Some of you may be eligible for partial assistance from governmental or other grant funds. Some of you may be required to pay the full amount of the costs related to your stay in this program. Regardless of your status, all are subject to pay some portion of treatment costs. Your share (client fees) will be determined by the agency using a sliding fee scale based on your total family income and number of dependents.

All treatment fees must be paid prior to or upon admission of the program. This fee is not refundable. If you report to RESADA for the In-patient Treatment Program, consisting of thirty {30} days of In-patient treatment, and then you subsequently withdraw from the program for any reason no refunds will be Issued for any reason. If you choose to discharge yourself, for whatever reason,

you will not receive a refund, regardless of the amount that has been paid or the reason for your departure. You expressly acknowledge that if you are discharged by the Agency for any reason, you will not be entitled to a refund.

CONTRABAND

It is our policy to control any contraband entering the facility. The following is a list of Items considered as contraband. This list is not all Inclusive. Items not listed may be contraband.

1. Alcohol/Drugs
2. Drug Paraphernalia
3. Weapons or items considered as weapons, legal or illegal
4. Prescription medications not checked in with staff
5. Medication, mouthwash, or products that contain alcohol
6. Over-the-counter medication
7. Flammable items
8. Glue, paint, or any substance with toxic vapors
9. Incense
10. Alcohol beverage containers
11. Identification that does not belong to the client
12. RESADA equipment in the client rooms (not issued by the agency)
13. Space heaters
14. Tattoo materials
15. Music Instruments, radios, televisions, stereos, record player, tape recorders, walkie-talkies, cell phones, computers, VCR/VHS recorders/players/tapes, CO's, CD players/recorders, DVO's, DVD players/recorders, other communication devices, other electrical appliances including lamps, cameras, etc. are contraband and will be confiscated and disposed by the agency.
16. Consumption and/or storage of food, candy, gum, soda pop, bottled water, soft drinks, coffee, snacks, etc. in bedrooms or bathrooms.
 - a. If you buy any snacks or beverages from the vending machine you are not allowed to store them in your room.
 - b. Each client may request a locker to store personal items, snacks, food, etc.
 - c. Any food in Dorm rooms may be subject to disposal.

YOU BRING IT, YOU LOSE IT

GENERAL RULES

RESADA uses surveillance cameras to monitor public areas both inside and outside the facility. Recordings of this surveillance may be kept if determined necessary.

Transportation costs to and from RESADA are the responsibility of the client.

YOU ARE EXPECTED TO BE CONSIDERATE OF THE RIGHTS OF OTHER CLIENTS AND STAFF, TREAT THE

Revised July 30, 2021

PEOPLE, FACULTY, FURNITURE, AND EQUIPMENT WITH RESPECT AND CARE.

Client consumption/possession of alcoholic beverages, illegal or controlled substances may be cause for immediate dismissal from RESADA. Such items will be confiscated and disposed of according to RESADA policies.

Clients are required to submit to breathe analysis and/or urinalysis testing. All clients are subject to random urinalysis testing. If you refuse to test you will be subject to dismissal.

- All refused UA's are considered positive and will be reported as a positive in your clinical file.
- Any dilute UA's are considered positive and will be reported as positive in your clinical file.

Violations of Federal, State, and local laws WILL be reported to law enforcement agencies.

Colorado Revised Statutes provide for fine and/or Imprisonment for the reporting of false fire alarms. The "pulling" of fire alarms as a joke or prank is considered reporting a false fire alarm.

Any client caught stealing, vandalizing or destroying RESADA property or the property of another client will be subject to immediate dismissal from RESADA and WILL be subject to criminal charges.

Clients shall submit, upon request of a staff member, to a search of their person and their property. Clients are expected to cooperate with all staff members and fulfill any directives issued by staff. Mutual respect and courtesy are expected from clients for clients and staff members. Refusal or uncooperative attitude towards a staff members request to a search of their person or property may be subject to immediate dismissal.

Intimate or sexual relationships/contacts with other clients or staff are a violation of CRS 18-3-401. Due to therapeutic reasoning, no Residential clients in an intimate or family relationship are allowed to be enrolled in the Residential program at the same time. If it is discovered that a client is in a relationship with another client, one client will have to be discharged. The client that is discharged will have to be re-screened for future acceptance into our Residential Program. You may not be entitled to a refund. Each situation will be handled on a case by case basis.

Vulgar/profane language, cursing, fighting, verbal abuse, and physical abuse will not be tolerated and is specifically not allowed.

Dishonesty or misrepresentation of information (not telling the truth) will not be tolerated.

NO PETS OF ANY TYPE ARE ALLOWED. THE EXCEPTION BEING THOSE NEEDED FOR SERVICE REASONS (DISABILITY SERVICE ANIMALS) SUCH AS SEEING-EYE- DOGS, SEIZURE DOGS, ETC. All Disability

Revised July 30, 2021

Service Animals must have appropriate paperwork prior to admission to the program. Emotional Support Animals are not allowed.

Clients are responsible for their personal cleanliness and appearance as well as keeping their area clean and neat. Clients will perform other janitorial cleaning type duties as assigned on the daily duty roster.

Personal care items such as shampoo, shaving cream, toothpaste, razors, perfume, after-shave lotion, etc. are the expense of the clients. Receptionist will make one trip to the store every Wednesday for the purchase of items determined as essential for personal care for clients. Do not ask receptionist to buy snacks, pop, food, video tapes, tobacco products, etc. or other items considered as non-essential. When the items are on the premises, they will be delivered to you usually before 5:00 pm.

Do not ask clients who are graduating or leaving the RESADA program for any reason, to purchase items and have them bring those items back on unit. Once a client leaves the unit, unless for an approved reason by staff, that client is not allowed back on unit.

Staff members will not purchase items for clients, nor will they give items to the clients. This includes medicines, transportation, transportation tickets, personal care items, foods, snacks, soda pop, bottled water, gum, tobacco products, and money.

CHECK-IN

Upon client check-in, the contents of all luggage, bags, parcels, containers, etc. will be inspected by RESADA staff.

CHECKOUT

Upon check-out, clients will strip their bed and return to the counselor on duty, all items issued by RESADA such as blankets, sheets, pillowcases, towels, washcloths, AA/NA books etc. Luggage, bags, parcels, and containers, etc. will be examined, by the counselor on duty, before a client leaves the building.

Once a client is checked out and discharges, the client is not allowed back on unit. When the client discharges that client is no longer an active client with RESADA and has no more privilege than any other person who is not an active client at RESADA.

DRESS CODE

Client clothing on the premises will be limited to that amount considered reasonable for a 7-day stay. All clients will be fully clothed, including shoes, when they are not in bed or bathing. Shoes are not allowed on the bed or furniture.

Shirts, blouses, pants, and dresses will be buttoned, zipped, and/or snapped, etc. as designed by the

manufacturer. Clothing should be in good repair.

Crop tops, tank tops, halter tops, spaghetti straps, uncovered sport bras, muscle shirts, short shorts, mini-skirts, cut-offs, spandex, shorts/tights, pajamas, or clothing overly exposing portions of the human body are not allowed.

Shorts will be determined as too short if the shorts, whether worn by male or female, are more than two (2) inches above the knee.

Spandex is a generic term that includes but is not limited to: spandex material, leggings of any type, exercise tights, or any other clothing/body wear that has material designed to stretch and contract whether tight fitting or not.

Clothing, or the lack of clothing, displayed in lewd, obscene, or sexually alluring/seductive manner are prohibited.

No caps, hats, head scarves, bandanas, sweatbands, or non-prescription sunglasses will be worn inside the building.

Clothing and materials advocating/promoting the use of drugs, use of alcohol, sexual activity, satanic rituals, and/or religious beliefs, factions, cults, sects, or gangs are not allowed.

At the discretion of RESADA Counselors other clothing or type of clothing not mentioned above may be determined as not allowable. Disputes over a Counselor's decision can be appealed using the below Grievance Procedure but until the dispute is resolved, the Counselor's decision stands and the client shall comply with the counselor's initial decision concerning acceptable clothing. (If a counselor asks you to change your clothing, change your clothing.)

MEDICAL

RESADA DOES NOT PAY FOR DOCTORS, DENTISTS, HOSPITALS, AMBULANCES, PRESCRIPTION OR NON-PRESCRIPTION MEDICINES, MEDICAL EXAMS, MENTAL EXAMS, OR PSYCHOLOGICAL EVALUATIONS. DO NOT TELL ANY DOCTOR, DENTIST, HOSPITAL, AMBULANCE, MENTAL HEALTH AGENCY, ETC. THAT RESADA IS THE PARTY RESPONSIBLE FOR PAYMENT.

DO NOT USE THE ADDRESS OF RESADA AS YOUR ADDRESS WITH ANY DOCTOR, DENTIST, AMBULANCE, HOSPITAL, OR MENTAL HEALTH AGENCY, ETC. USE YOUR HOME ADDRESS.

RESADA is not a transportation service. Unless an emergency, RESADA does not transport to medical, dental or other appointments. RESADA will assist in making appointments for you upon your discharge.

All prescription and non-prescription drugs and medications will be kept in a locked medicine cabinet and all clients' self-administration will be monitored by RESADA staff. Medication monitoring times will be posted.

If you are discharged for medical or dental reasons you will be discharged unsuccessful and may be subject to a 90 day waiting period post discharge.

RESADA does not give medical or dental passes. This means you cannot leave RESADA and return back to continue your treatment episode.

CLIENT CHECK CASHING

RESADA or RESADA staff will not cash checks or money orders from our funds for clients. RESADA will not endorse or co-sign checks for clients. RESADA will take money orders of \$25 or less that are generated from a bank or similar institution, but not from entities such as but not limited to Loaf & Jug, made out to the client and endorsed by the client, to the bank and cash that money order for the client. RESADA will not make special trips to the bank to cash a client money order or to make change. Cashing of money orders will be done at the convenience of RESADA staff. RESADA has sole discretion of determining if a money order meets the above criteria and such decision is final.

CLIENT VEHICLES

Any client who brings a vehicle to RESADA will be required to park that vehicle at the Bent County Sheriff's Department Parking Lot. Vehicle must be parked so as to not block access to the trash receptacles and entrances to the building. Vehicle must remain locked at all times. Client will give all vehicle keys to RESADA staff for safekeeping. Vehicle must have valid current license plates or risk having it towed and/or impounded. If a client is seen in vehicle without permission they may be subject to discharge.

CLIENTS ARE DENIED ACCESS TO OR USE OF THE VEHICLE DURING THEIR STAY

Once the client gives up the keys to their vehicle, RESADA will accept no excuse or reason for the client to access or obtain anything from the client vehicle. RESADA is not responsible for any damages incurred to the vehicle or for any loss of personal contents from the vehicle.

OFF LIMITS AREAS

Male clients are not allowed to be in female client dorms and female clients are not allowed in male client dorms.

All offices, record storage areas, kitchen, food and other storage areas, the attic, roof of building, and the laundry room are off limits for clients, without pre-approval from the clinical supervisor. Clients are not allowed to loiter, congregate, take breaks or take rest periods on the property to the east side of the building, in or around the storage shed, the recycling bin, air compressor, kitchen or kitchen door, or the north building door. Exceptions may be granted by the Counselor on Duty but to gain an exception, the need must be documented. Such exemption may only be granted for a specific time but will never be granted for

more than 4 hours at a time.

The west door is the only door to be used by clients to exit and enter the building. Do not use the main lobby door without authorization. The west door is the access to the designated smoking area.

Clients may not use the east hallway for any reason other than to accomplish cleaning chores or when specifically invited by a counselor or staff.

Clients are not allowed past the red walking path. If seen past the red walking path or any other off limits area you may be viewed as voluntarily discharging and off unit.

It is the clients responsibility to learn the off limit areas. If you are confused or need help identifying off limit areas please seek the guidance of any counselor on duty.

SMOKING

Smoking is ONLY allowed in the designated smoking area. This area is in the back of the building at the northeasterly side of our building. This smoking area is not marked. It is the client's responsibility to know where the designated smoking area is located. If in doubt, the client must check with a RESADA counselor on duty prior to smoking anywhere on the property. Clients can only exit the building to access the designated smoking area by using the west door. Under no circumstance may a client smoke in any other area. Clients are not allowed under any circumstance to vape. Vaping is defined as an electronic cigarette that is battery-operated that emits a vaporized solution to inhale. Usually, the solution contains nicotine. The **aim** is to provide the sensation of inhaling tobacco smoke, without the smoke.

RESADA allows smoking tobacco as a courtesy only if ALL clients are following all House Rules regarding smoking. RESADA does not have to allow smoking and it is at the discretion of RESADA staff to allow it or not. Anyone found in violation of the smoking rules may cause staff to take away smoking all together for a period of time. If the smoking privilege is taken away it will be at the discretion of the Executive Director as to when smoking will be allowed again.

Smoking at RESADA is a privilege not a right.

DAILY SCHEDULE

Wake-up time: 6:30am daily (visual appearance by 6:45am to COD)

A Daily Schedule is found at the front of acknowledgement package. Clients are to follow this schedule.

BEDS MADE, CLIENT'S AREA CLEAN, AND CHORES COMPLETED BY 7:15 AM DAILY.

Only two clients at a time will be allowed outside the facility after dark and clients must stay in the designated smoking area. Counselors on duty may make an exception to the "two-client after dark" rule but it is the counselors' decision only and such exceptions can be revoked at any time or not granted at all. The counselor's decision stands and cannot

Revised July 30, 2021

be appealed. Counselors do not have any authority to make an exception to the designated smoking area. No exceptions in the location of the designated smoking area will be granted.

NO SLEEPING or RECLINING DURING THE DAYTIME: Clients are not allowed to lay down in a prone or supine position or any variation thereof during the hours of 6:30am and 9pm daily while on any property owned or controlled by RESADA. RESADA Counselors have full authority to determine if a client is violating this restriction. Exceptions can be approved by a counselor on duty after that counselor has consulted with RESADA's Clinical Supervisor, or if the Clinical Supervisor is not available, by the Executive Director or Bookkeeper.

Clients will attend all scheduled classes, group meetings, therapies, individual counseling sessions, exercise period and other activities. Client shall be on-time for all of these scheduled events. Excessive absences or tardiness can result in disciplinary action up to discharge of the program.

Breaks during group sessions may be provided. Such breaks are at the discretion of the Counselor that is providing therapy.

TV viewing time is on free time only between 5:00pm to bedtime but cannot interfere with treatment.

Clients will be required to exercise (walk) within RESADA grounds. Walking is the only form of exercise that is required. Participation in other types of exercise or recreational activities is at the option or discretion of the client. The program is not liable for any injuries incurred in these optional activities. You may be required to sign a release of liability.

Group walks are allowed. Such walks are at the discretion of the Counselor on Duty. During these walks, clients may leave the RESADA grounds but must stay with the Counselor and the entire group. Any client who strays from the group will cause the entire group to go back to RESADA grounds. At no point will a group walk take place on the golf course and no one in the group can talk to any person golfing. Client accepts the possibility that during these group walks that they are visible to the public and may be recognized by anyone passing by. Client should consider this possibility prior to participating in any group walk activities and may decline to participate in the group walk.

The following is a description of RESADA grounds and are defined as that area bounded by the:

Property (fence) line on the south only to the beginning of the parking lot; the property (fence) line on the west to the gas meter, and the walkway on the north side marked by tree stumps. Clients may not loiter on the east side of the building.

The golf course, the pond, the dike, park/horseshoe areas, and other areas beyond the abovementioned boundaries are off limits to RESADA clients.

The counselor on duty may offer a non-therapeutic video on Friday or Saturday evening but this is at the discretion of the counselor on duty. Any such video must be P or PG rated.

DIETARY

RESADA provides three nutritionally balanced meals each day. No client is allowed to cook, prepare or assists in preparation of meals being served at RESADA.

WE DO NOT PREPARE SPECIAL ITEMS OR MEALS FOR YOU. YOU DO NOT HAVE TO EAT ANY ITEMS OR MEALS SERVED. HOWEVER, IF YOU DO NOT EAT FOR AN EXTENDED PERIOD OF TIME, RESADA IS NOT RESPONSIBLE FOR ANY EFFECTS OF YOUR DECISION TO NOT EAT.

Clients will not bring foods and/or snacks to the program from an outside source (includes family). Staff may not purchase foods or snacks for clients unless approved by the Executive Director.

The program will not keep any of the above in storage for you. It is your responsibility to inform family and others of this policy.

You will have 15 minutes after the scheduled serving time to get your meal. After 15 minutes your meal will not be saved, or served.

Meals will only be saved for approved recovery court participation or approved scheduled appointments. You must notify the cook in advance about your absence.

CLIENT COFFEE

Enough coffee is provided on a daily basis to make coffee. It is RESADA policy to make enough coffee in the morning to allow each client coffee. RESADA cups must be used so everyone get the same amount of coffee each morning. This coffee is not for AA/NA meetings. Clients will monitor consumption and use of the coffee. When the coffee is gone for the day, that's it until the next day. Clients may not make the coffee.

You may not use your own liquid container for any RESADA beverages.

Anything pertaining to food, beverages, or anything in the kitchen will be at the discretion of the head cook.

TOILETS AND SHOWERS

Do not flush anything other than human waste and RESADA provided toilet paper down the toilets.

Showers should be as brief as possible. Do not let items go down the shower drain, if possible, other than water, soap, shampoo and conditioner.

Items other than allowed above are very damaging to RESADA's sewer system.

LAUNDRY

Only the person assigned to laundry duty may do laundry or be in the laundry room. Linen will be changed once per week. Linen and pajamas for detox may be washed as needed. Client laundry days are Friday and Saturday and only when the assigned laundry person is on free time. Combine clothes with other clients to make a full load. DO NOT OVERLOAD WASHER OR DRYER- NO TENNIS SHOES IN WASHER OR DRYER. THE USE OF THE CLOTHESLINE IS MANDATORY FOR DRYING CLOTHES, weather permitting.

MAIL

Incoming mail arrives Monday through Friday. Client mail is distributed by the counselor on duty. If the counselor does not give you mail that means you did not receive mail. RESADA does not control mail coming in.

Incoming mail and packages and materials brought in by clients, family, and friends will be opened and "shaken" in the presence of a staff member. Items must be cleared by the program for your possession.

Outgoing client mail, with postage or funds sufficient to cover the cost of postage, must be presented to the receptionist before 10:00am Monday- Friday.

Your temporary return address is:

(First Name) (Last Name)

PO Box162

Las Animas CO 81054

Do not use the term "RESADA" in your address.

Clients may not receive mail from clients that attended the same group. If mail comes in, that mail will be held until the client has completed his/her treatment program and is ready to leave.

TELEPHONE CALLS

OUT-GOING CALLS

CLIENTS ARE NOT ALLOWED TO MAKE OUTGOING PHONE CALLS. (See exceptions noted below)

RESADA will not pay for any long-distance call charges.

Outgoing calls for therapeutic or treatment related business may be allowed. The Case

Revised July 30, 2021

Manager or Primary Counselor must perform the confirmation. The Case Manager or Counselor on duty must assure the placement of the call. Clients will use a phone located in one of the counselors' offices. Clients may not use any other phone. Such an approved call shall be made in the presence of the Case Manager or Counselor on Duty.

This restriction does not apply to referring entities such as, but not limited to, Probation or the Department of Social Services. Such entities may direct RESADA to allow their client to call family members or other persons the entity feels important to the client's therapy. The client must provide a valid Release of Information (ROI) to RESADA for that specified person. Any call directed by an outside entity must be monitored by RESADA to assure the client is calling the entity specified person or persons and not talking to people to people not authorized by the referring entity.

INCOMING CALLS:

WE DO NOT ALLOW INCOMING CALLS. (See exceptions noted below)

Incoming calls of a therapeutic or treatment related business need or confirmed emergency nature may be allowed at the discretion of the Counselor on Duty.

The same exception as described above for a referring entity applies to this section.

ALL CALLS

All calls will be made by RESADA staff and monitored. The client has no expectancy of privacy during any call. RESADA Counselors are bound by privacy restrictions so all information discussed on any phone call or official business or emergency will be held confidential.

Referring Entity may direct in writing to RESADA that a phone call is to be private and not monitored. Although this is not recommended, RESADA will comply with such a directive if issued. RESADA, if directed to not monitor the phone call, will not be held liable for the content of the call.

PASSES

NO OVER-NIGHT PASSES for clients.

NO MEDICAL PASSES for clients.

COURT ORDERED clients are not allowed any passes.

Clients will not be allowed to leave the facility, during their length of stay, without supervision by an employee of RESADA. If a client does leave the facility for an approved reason, the client will submit to a UA prior to leaving and a UA and search of their belongings immediately upon return to the facility.

Revised July 30, 2021

Prior to admission to the program every effort must be made to reschedule appointments including court dates.

VISITATION

Clients are not allowed to have visitors while at RESADA whether in Residential Treatment or Withdrawal Management (Detoxification). RESADA believes that clients should be focused on their treatment with as little distraction as possible. We acknowledge that family is important, but we also feel that it is important on behalf of the family that our clients focus on their treatment while at RESADA.

This restriction does not apply to referring entities such as, but not limited to, Probation or the Department of Social Services. Such entities will need a valid Release of Information (ROI) from the client but with this proper ROI will be able to visit with clients if needed or required. Any visit approved by an outside agency must be monitored by a representative from that agency. Without someone from the referring agency to monitor a visit, the visit will not be allowed. These visits may be allowed and monitored via ZOOM. All visitation must have the clinical supervisors' approval.

CLIENT GRIEVANCE PROCEDURE

The following procedure shall be used to settle any grievance a client may have related to his/her care or treatment while enrolled in the program.

1. Client should discuss situation with his/her primary counselor.
2. If not resolved in 1, client should discuss the situation with the Clinical Supervisor.
3. If not resolved in 2, client should file a written appeal to the Executive Director. The Director will supply a written decision to the client within 5 days of receipt of the appeal.
4. If not resolved in 3, client may file a complaint with any of the agencies listed in the program's Disclosure Statement.

DISCIPLINARY PROCEDURES

When clients are found to be in violation of RESADA regulations and rules, it is the responsibility of staff to take appropriate action promptly and fairly thereby assuring client's due process. The following disciplinary measures may be imposed by staff upon clients depending upon the seriousness of the violation.

1. Reprimand (usually verbal)
2. Special conditions added to the Client's treatment plan or behavioral contract implemented
3. Restriction of free-time privileges (TV, voluntary exercise, etc.)
4. Extra duties in the facility
5. Referral to prosecuting authority for violation of the law
6. Dismissal from the program.
7. Imposition of several disciplinary measures at the same time. You do not

work your way up from a lesser discipline to a more serious disciplinary measure.
Dismissal can happen before a reprimand.

Dismissal from the program may happen at any time due to behavioral issues or failure to comply with RESADA House Rules. This will be at the discretion of RESADA's Clinical Staff.

